

# CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

## *“Honoring California’s Veterans”*

*Promoting and delivering the benefits provided by the grateful State of California to its deserving veterans and their families”*

### **HOUSEKEEPER**

**Permanent: Full Time**

**Salary: \$2098-\$2549 Monthly**

**Final File Date: Until Filled**

### **LOCATION:**

William J. “Pete” Knight Veterans Home-Lancaster  
45221 30<sup>th</sup> Street West  
Lancaster, CA. 93536

**Who Should Apply:** *Current State employees in this classification or those who are eligible on a certification list, transfers or reinstatement may apply for this vacancy.*

**Note:** APPOINTMENT IS SUBJECT TO SROA/SURPLUS PROVISIONS. PLEASE ATTACH YOUR SROA/SURPLUS LETTER TO YOUR APPLICATION AND INDICATE THAT YOU ARE ON SROA STATUS/SURPLUS STATUS IN THE “APPLYING FOR” SECTION OF THE STD 678 EXAMINATION/EMPLOYMENT APPLICATION. APPLICATIONS WHICH INDICATE SROA/SURPLUS STATUS WILL BE GIVEN FIRST PRIORITY.

THE SALARY LISTED FOR THIS CLASSIFICATION WILL BE ADJUSTED ACCORDINGLY TO COMPLY WITH THE PROVISIONS OF THE FURLOUGH PROGRAM.

***If you are not a current State employee*** or otherwise eligible, you may qualify for a civil service examination based on the minimum qualifications for the classification. To view a current listing of examinations being offered by the California Department of Veterans Affairs, please visit our website at [www.cdva.ca.gov](http://www.cdva.ca.gov), or to view examinations offered by all State departments, please visit the State Personnel Board’s website at [www.spb.ca.gov](http://www.spb.ca.gov).

HONORABLY DISCHARGED VETERANS WHO FALL UNDER EITHER CATEGORY AND MEET THE REQUIREMENTS RATED ON THE JOB AND/OR EXAMINATION ANNOUNCEMENT ARE ENCOURAGED TO APPLY.

### **Duties and Responsibilities:**

*Under the direction of the Supervising Housekeeper I and/or Hospital General Services Administrator I*

*Perform the routine of general housekeeping duties which includes sweeping, scrubbing, mopping, spotting, waxing floors, vacuuming rugs and carpets; cleaning, dusting, and polishing filing cabinets, furniture and woodwork; emptying and cleaning waste receptacles; spotting walls; cleaning kitchenettes, floors, stairways, hallways, common rest rooms and lavatories, showers, offices, lobbies and resident lounge areas; cleaning ceilings, walls, windows and window shades, light fixtures, venetian blinds and drapes.*

CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS  
HOUSEKEEPER  
Permanent: Full Time  
\$2098-\$2549 Monthly  
576-212-2043-002  
RELEASED: 5/21/2010

*Exchanging, repairing and condemning linens; making beds as designated, moving and arranging furniture and equipment; polishing furniture, fixtures, nickel and brass work on door panels, hand railings, doors and windows; refilling lavatory and room dispensers; operating scrubbers, buffers, waxers, and other equipment and machinery. Mix cleaning chemicals for use.*

*Keep an inventory of supplies needed to complete job tasks. Replenish housekeeping supplies. Report any and all repairs needed to supervisor.*

**How To Apply:**

Visit the State Personnel Board (SPB) website at: [www.spb.ca.gov](http://www.spb.ca.gov), to download the application. Submit your completed State Application (Std. 678), and resume to:

**William J. "Pete" Knight Veterans Home-Lancaster,  
45221 30<sup>th</sup> Street West, Lancaster, CA. 93536  
Attn: Tracy Gatling- M80# 038L 09/10**

**Important Note:**

*All State applications must be postmarked no later than the final filing date and must reference position#: **576-212-2043-002**. In Line #12 on the State application, you must clearly indicate the basis of your eligibility, i.e., list, transfer, SROA, Surplus, Re-employment or Reinstatement or Training and Development Assignment. Failure to do so could result in being rejected from the interview process.*

**Questions:**

*If you have any questions or request information concerning this posting, or need assistance in the application process, please contact Human Resource Office at 661-974-8188. TDD: (916) 653-1966*

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICATIONS WILL BE SUBJECT TO SCREENING AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. SUCCESSFUL COMPLETION OF LIVE SCAN AND A PRE-EMPLOYMENT PHYSICAL SCREENING (INCLUDING DRUG TESTING FOR CERTAIN CIVIL SERVICE CLASSIFICATIONS) WILL BE REQUIRED.

RELEASED: 5.24.10

CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS  
HOUSEKEEPER  
Permanent: Full Time  
\$2098-\$2549 Monthly  
576-212-2043-002  
RELEASED: 5/21/2010